



MEMORANDUM



DATE: July 2, 2002

TO: ALL DEPARTMENT TRAINING OFFICERS

FROM: Evelyn Hemenover
Chief
Training Division
(916) 445-5141, fax (916) 324-4050

SUBJECT: Minutes of the Quarterly Department Training Officer Meeting – June 19, 2002

The quarterly Department Training Officer Meeting was held on June 19, 2002 at the Department of Personnel Administration's Training Division, 1515 S Street, North Building, Suite 108, in the Colorado/Kern Rooms, beginning at 9:00 a.m. and ending at 11:30 a.m.

- I. **WELCOME AND AGENDA OVERVIEW** (9:00 – 9:15 a.m.)
Susan Coats introduced Evelyn Hemenover as the recently appointed Chief of the Training Division (previously named the Training and Continuous Improvement Division). Evelyn discussed the change in the Division title and welcomed the attendees to the meeting. She also discussed the Quick Information Checklist developed by an advisory group of training professionals. This checklist will be available on DPA's web site sometime this summer, after the STC staff has an opportunity to cross-check and combine the information on the checklist with the information provided in our Orientation to the Training Function class.
- II. **TRAINING DIVISION BUSINESS** (9:15 – 9:45 a.m.)
Department Training Profile Results. Kitty Williamson went over the results from the compilation of the Training Profile survey that was sent out in 2001 by the Department Training Officer Meeting Advisory Board. Special thanks to the Regional and Continuous Education Program at CSUS for entering and compiling the data for us. Tracey James, the new Training Officer from STC, also assisted in preparing the Profile Summary Highlights. To access the summary highlights, as well as the additional narrative responses to several of the questions and the training survey, click on <http://www.dpa.ca.gov/tcid/dto/dtomain.shtm>.

STC "Welcome" letter. Kitty asked if it was helpful to continue using special gray paper for the STC "Welcome" letter to class enrollees as a reminder. We are looking for ways to reduce costs and simplify our work processes. The DTO's did not consider the special paper important, but did suggest that the letter's format more clearly indicate that it is a reminder notice of an upcoming class. When STC's current supplies of the gray paper are exhausted, we will send "Welcome" letters on white paper, and explore format improvements.

My SkillSource online learning. Brian Koepp, Manager of STC's Distance Learning Program, talked about our new online training resource utilizing My SkillSource self-paced, web-based training program. Now, through STC, you can access up to seven different libraries via the Internet, including Business Performance Support, which offers 100+ hours of training and Workplace Security, with 150+ hours of training for as low as \$50 per year. You may achieve greater savings by purchasing packages consisting of several learning libraries. For more information regarding the My SkillSource e-learning program, visit us at <http://www.dpa.ca.gov/tcid/tcidmain.shtm>, or write us at elearning@dpa.ca.gov.

Training Institute. Susan Coats talked briefly about the Training Institute. We had about 200 attendees, and based on the input received on the feedback forms, most of you rated the Institute Above Average and Excellent. For those of you who were unable to attend, we still have participant binders available if you would like to come by the STC and pick them up. If you would like a binder, contact Susan at susancoats@dpa.ca.gov or call (916) 324-4055. We will be putting together a page on our website dedicated to the Training Institute. We will include the agenda, links to presenter's handouts and power point presentations, pictures from the Institute and information on the progress of next year's Institute.

- III. **CONTENT SESSION – CAREER DEVELOPMENT FOR TRAINERS –** (10:00 – 11:00 a.m.) James Bailey, from the Secretary of State's Office, repeated his popular presentation from the Training Institute on Career Development, specifically for Trainers. James asked Ree McLaughlan, Department of Forestry and Fire Protection to talk briefly about the advisory group that put together the Quick Info Checklist for State of CA Training Professionals and the purpose of the checklist, which is to help training professionals be more valuable to their organizations. James talked about Career Development and what it means for most of us, i.e. the sad news about the training pyramid in State service, positioning yourself for alternative career fields in State service, and alternatives to continuing to work as a State Training Officer. He also discussed core competencies for trainers (generic) and State trainers, the value of a "certificate" in training, and other ways to keep current and/or competitive in the training arena. He also talked about your personal career development plan and putting "action" in the action plan, as well as extracurricular development. He referenced several books, including *Career Moves*: ASTD Publications, Bolles's *Parachute* and *Three Boxes of Life*, Boldt's *Zen and the Art of Making a Living*, Sher's *Wishcraft*, and Paul Tieger and Barbara Barron-Tieger's *Do What You Are*. For more information or for individual career counseling, contact James at jbailey@ss.ca.gov or call him at (916) 653-6605.

IV. **INFORMATION SHARING** (11:00 – 11:30 a.m.)

The following new Training Officers (Coordinators) attending the meeting:

Madeline Journey-Lynn, Alcohol and Drug Programs
Lorraine Akins, Department of Motor Vehicles
Ann White, Public Utilities Commission
Anny Beeson, State Controller's Office
Sharon Elledge, Franchise Tax Board
David Ferguson, Managed Health Care

Bill Groome, from the State Personnel Board reported that all of their classes are now displayed on their website, which is www.spb.ca.gov/spbtrain. Some of the classes that they offer are Sexual Harassment Prevention, EEO Investigating and Counseling, and Skelly Officer Training.

Ree McLaughlan, from the Department of Forestry and Fire Protection reported that the State Library now has a TV available to preview videos.

Tracey James, from STC's Training Division, passed around a sign-in sheet for anyone who was interested in receiving more information on the Department Training Profile Survey 2001 – Data Files. If you would like additional information, and you did not sign in on the sheet, you can request it by contacting Tracey at traceyjames@dpa.ca.gov.

The next Department Training Officer Meeting will be held on September 18, 2002 from 9:00 – 11:30 a.m. If you have a large training room in Sacramento and you would like to host the next meeting, contact Susan at (916) 324-4055. If there are no volunteers to host the next meeting, it will be held at the State Training Center, 1515 S Street, North Building, Suite 108, Colorado/Kern Rooms. We will include the location of the next meeting on the agenda, usually sent out 2-3 weeks before the meeting date.

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Name	Department	Phone Number
Nancy Nieland	Corrections	209-744-5000 x 4075
David Ferguson	Managed Health Care	445-7491
Sharon Elledge	FTB	845-5463
Phyllis Smith	State Library	651-8341
Margaret Silvius	HCD	327-4107
Jill Somers	Conservation	327-2780
Sandra Callori	Rehabilitation	263-7454
Kathy M. Jones	Consumer Affairs	255-2786
Katrina Thomas	DFI	322-5972
Robbin Kleinsorge	DFI	322-5972
Janet Wight	Conservation	322-2568
Ann White	Public Utilities Comm.	415-703-5621
Debra Atkinson	DMV	657-6093
Lorraine Akins	DMV	657-5969
Linda Stahl	DHS/ITSD	654-0411
Anny Beeson	SCO	323-9490
Kathryn King	ADP	322-6470
Madeline Journey-Lynn	ADP	324-4397
Bill Groome	SPB	653-1597
Michelle Martin	CIWMB	341-6702
Cathy Blair	Secretary of State	653-9599
Cynthia J. Pace	Secretary of State	651-8263
Deborah Derov	Consumer Affairs	327-0501
Laura Walsh	Transportation	741-4196
Joy Antell	Air Resources Board	324-8893
Joanne Miller	CalSTRS	229-4696
Kim Taylor	CalSTRS	229-3992
Barbara Baker	SCO	327-6635
Karen Pepper Ness	Transportation	227-8329
Janice Takehara	OCJP	324-9177
Marie Fay	Sonoma Dev. Ctr.	707-938-6897
Nancy Bourne	Sonoma Dev. Ctr.	707-938-6318
Broc Stenman	DPR	831-649-2956
Joy Rich	CHP	376-3225
Carmon Atkins	EDD	654-1308
Ree McLaughlan	Forestry	209-274-5507